



USAID | MALI
FROM THE AMERICAN PEOPLE

Memorandum

DATE: January 16, 2015
FROM: Debbie Jackson, Supervisory Executive Officer /S/
SUBJECT: Vacant Position: USAID/Mali Secretary
TO: All Malian Citizens and Local Residents at the time of application.

OPEN PERIOD: Wednesday, January 21, 2015 to Wednesday, February 4, 2015
(5:00 pm Bamako time)

GRADE LEVEL: FSN PSC-7 (FCFA 5,898,117 to FCFA 9,142,089)
(If an applicant does not meet all required qualifications for the position and is selected for the position, he/she may be hired at a lower grade than the position classification grade).

NUMBER OF POSITION: One (1) Vacancy

The U.S. Agency for International Development is seeking one individual as Secretary for the Office of the Supervisory Executive Officer.

Basic Function of Position

This position is located in the Executive Office where h/she serves as the Secretary to the Supervisory Executive Officer (S/EXO) or designee.

Major Duties and Responsibilities

A. Administrative Management Support (80%)

The incumbent manages time and attendance records for the Executive Office staff and provides advice on rules and regulations pertaining to time and attendance, overtime, leave, etc. Incumbent drafts letters, cables, notices and other correspondence as directed by the S/EXO or D/EXO or any other Executive Office staff member that require his or her services; keeps abreast of various procedural requirements; requisitions and maintains office supplies for the EXO staff.

The incumbent is responsible for managing communications and records for the S/EXO, to include: organizing and maintaining the office filing system; receiving incoming correspondence and communications; reviewing outgoing communication; reports; etc.

S/he assists the S/EXO with preparing internal Executive Office administrative management policies and procedures. Drafts Mission notices and orders related to administrative management, logs/updates, and publishes these notices and orders in accordance with Agency regulations.

S/he maintains the Executive Officer's calendar, arranges appointments and meetings, makes travel arrangements; organizes the flow of clerical systems in the Executive Office; locates and assembles information for various reports, briefings, etc.

S/he prepares 1034 vouchers for the payment of USAID residential services (water, electricity, landlines, etc.).

S/he prepares and submits procurement requisitions in GLAAS and State/ILMS.



B. Travel Management (20%)

The incumbent serves as Travel Arranger in the e2 Travel Management System for the Executive Office staff and prepares vouchers accordingly. S/he should assist the Executive Office staff to prepare travel requests and any other administrative documents relating to travel. S/he updates the welcome package electronic content (contacts, CLO package, checklists, etc.) and coordinates with the US Embassy Community Liaison Office (CLO) and the USAID Travel Office. Additionally, s/he is responsible for the preparation and submission of electronic Country Clearance requests (eCCs) on behalf of the Executive Office. The incumbent serves as the primary point of contact related to TDY visitor arrangements: reservations in hotels or apartment. Update Temporary Duty (TDY) welcome book and ensuring information accuracy.

Minimum Qualifications: To be considered for this position, applicants must meet the minimum qualifications.

1. Malian citizens or local residents at the time of application;
2. Successful completion of secondary school with specialized secretarial training and certification is required.
3. A minimum of three years of secretarial/administrative management experience is required.
4. English Level III and French Level IV required. S/he must be capable of drafting error free routine correspondences in English and French.

Selection Factors: To be considered for this position, applicants must meet the minimum qualifications noted above. For applicants meeting the minimum qualifications, further consideration and selection will be based on panel assessment of the selection factors listed below.

Applicants are required to address each of the selection criteria on a separate sheet describing specifically and accurately what experience, training, education, and/or awards or recognition they have received relevant to each criteria described below, and any related considerations. Be sure to include your name and the position title.

SELECTION PROCESS:

It is essential that all candidates address the above minimum requirements in the application. Applicants must be eligible for appointment under host government laws and regulations.

ADDITIONAL SELECTION CRITERIA:

Management will consider nepotism/conflict of interest, and budget implications in determining successful candidacy.

TO APPLY:

Interested candidates for this position should submit the following documents:

1. A U.S. Federal Employment Form DS-174 found directly under the U.S. Embassy site <http://mali.usembassy.gov> available job opportunities.

The DS-174 must be signed and those submitted unsigned will be rejected.

2. A resume or curriculum vitae relevant to the position for which the applicant is applying;
3. A cover letter of not more than three (3) pages describing how the incumbent's skills and experience fit the requirements of the Secretary position.
4. Applicants are required to provide three (3) to five (5) professional references with complete contact information including email addresses and telephone numbers. References should have knowledge of the candidate's ability to perform the duties set forth in the application and must not be family members or relatives.



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5. Applicants must provide their full mailing address with telephone, facsimile numbers and email address and should retain for their records copies of all enclosures that accompany their submissions.

All incomplete applications will be rejected.

SUBMIT APPLICATION

Human Resources Management Section - Email: bamakohrmvacancies@usaid.gov

Detailed statement of duties and the qualification requirements for the position is available on the following websites: <http://www.usaid.gov/mali/partnership-opportunities/local-vacancy> or <http://mali.usembassy.gov/job-opportunities.html>

CLOSING DATE FOR THIS POSITION IS: February 4, 2015 at 5:00pm

The US Mission in Mali provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.